

## Lunchtime and Late Stay Supervisor (September 2026)

**Responsible to:** Deputy Head of Stephen Perse Cambridge Junior School

**Location:** Stephen Perse Cambridge Junior School

### Role Description

We are seeking a proactive, caring and reliable Lunchtime and Late Stay Supervisor to join our dedicated team.

The successful candidate will be responsible for the health and safety, wellbeing and positive engagement of our pupils from Years 1-6 during non-curricula times including lunchtime breaks, and after-school homework and play sessions. They will facilitate the smooth running of lunchtime play for our Year 1 - 6 pupils. They will support the rest of our team in creating a safe, caring, stimulating environment for pupils in our after-school provision. They will support the team to facilitate a high standard of physical, emotional, social and intellectual care for pupils; and help implement an agreed daily routine, including ensuring that registers are kept accurately and in a timely manner.

This role is vital for maintaining a supportive and consistent environment for children, bridging the gap between the academic day and home time.

### Main Responsibilities:

#### Pupil Supervision & Welfare:

- Lunchtime support for the class teachers, form teachers or specialist teachers
- Contribute to behaviour management both in school and on trips and visits, take charge of situations to allow the teachers to continue to work with the rest of the class.
- Proactively manage pupil behaviour and discipline in line with school policies and codes of conduct, de-escalating situations calmly and effectively to support a positive and respectful environment
- Encourage and promote inclusion during play, ensuring all pupils feel involved and valued.
- Oversee the safe movement of children on and off school transport, ensuring all pupils are accounted for.
- Act as a positive role model, consistently promoting the school's values and "learning habits".

### Activities & Engagement

- Contribute to, and at times lead, a programme of age-appropriate activities designed to stimulate and engage pupils.
- Support after-school homework sessions, providing guidance and encouragement to pupils across KS1 and KS2 to foster independent learning.
- Take responsibility for delivering specific play activities with groups of children, particularly those who may benefit from a different learning approach, as agreed with teaching staff.
- Help to make sure that the environment meets the needs of pupils, reflecting their cultures and religious backgrounds, and stages of development.

### Communications & Collaboration

- Develop and maintain effective working relationships with other staff in the School and the parents or carers.

- Feedback any information about pupils with reference to pastoral or academic concerns clearly with teaching staff.
- Respect the confidentiality of information received.

## **Health, Safety & Administration**

- Administer basic first aid for minor incidents as required. For more serious concerns, ensure pupils are taken to the School Office for further care.
- Accurately record all accidents and incidents according to procedure and make sure that parents are informed of any accidents that have taken place.
- Contribute to the maintenance of a safe, clean, and healthy environment. This may include light domestic duties such as preparing snacks or cleaning equipment, particularly within KS1.
- Uphold data protection principles at all times, ensuring the confidentiality of all pupil and school information.

## **General Responsibilities**

- Act as an excellent ambassador for Stephen Perse at all times.
- Build and maintain good working relationships with all Stephen Perse colleagues.
- Assist as necessary in other Stephen Perse areas at peak times.
- Work at all times towards the aims and goals of Stephen Perse and any individual objectives and targets you may have agreed.
- Proactively identify areas for improvements within Stephen Perse.
- Actively promote Stephen Perse Equal Opportunities Policy, encouraging staff awareness and participation in all areas.
- Act in accordance with the Data Protection principles at all times.
- Adhere at all times to Stephen Perse operational and employment policies and procedures.
- Take care of your own health and safety and that of people who may be affected by what you do (or do not do).
- Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Follow the training you have received when using any work items Stephen Perse has provided.
- Adhere to Stephen Perse's Privacy Notice and ensure private and confidential data is kept secure and disposed of in the appropriate manner.

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may reasonably be required within the general scope and level of the post.

## **Safeguarding and welfare of children**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with Stephen Perse's Safeguarding and Child Protection Policy statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Person or the Stephen Perse Designated Safeguarding Lead.

All employees of Stephen Perse adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be [found on the government website](#).

## Hours of work

30 hours per week, Monday to Friday working 12:00-18:00. This role is term time only, working 35.2 weeks per year (to include 5 INSET days per year).

## Salary

£17,521 per annum (£27,625 FTE) - £18,579 per annum (£29,291 FTE).

## Application process

Please apply directly by completing and submitting an internal application, which can be found [here](#).

We are unable to accept CVs.

The closing date for applications is **9am on Friday 26 June** and interviews will take place on **Tuesday 30 June**.

References may be taken up before the interview.

## Person Specification

|                                   | Essential  | Desirable  | Assessment Method   |
|-----------------------------------|--|--|---|
| <b>Qualifications</b>             |  | Teaching and Learning Assistant NVQ Level 3<br><br>First Aid certificate | Application Form<br><br>Production of the Applicant's certificates at interview |
| <b>Knowledge &amp; Experience</b> | Previous experience of working within a primary school setting   | Familiarity with iPads and Google Drive                                  | Application Form  |
| <b>Skills &amp; Aptitudes</b>     | Due to our statutory obligations in respect of safeguarding, the ability to read, understand and communicate in English to a sufficient standard to understand these obligations is required<br><br>Understanding of children's development<br><br>Ability to relate well to children<br><br>Ability to use initiative<br><br>Ability to adapt to changing circumstances<br><br>Ability to maintain discipline in an age-appropriate way | Enjoy outdoor activities and learning outside                            | Interview   |
| <b>Personal Attributes</b>        | Willingness to work as part of a team<br><br>Enjoy working with children<br><br>A sense of responsibility and confidentiality<br><br>Enthusiastic approach<br><br>Cheerful disposition<br><br>Well organised and calm  |  | Interview   |